

Agreement No. 8

**EXECUTIVE SEMINAR CENTER PROGRAM  
SHARED TRAINING FACILITIES AGREEMENT**

**BETWEEN**

CENTRAL INTELLIGENCE AGENCY  
Department or Agency

**AND**

**The U. S. Civil Service Commission**

The Executive Seminar Centers exist as interagency training facilities of the U. S. Government administered by the U. S. Civil Service Commission for the benefit of all federal departments and agencies.

The Executive Seminar Center Program offers a series of executive seminars and related learning opportunities in government affairs for career employees and new and advancing managers generally in grades GS-13 through GS-15 (or equivalent) who clearly evidence the ability and potential to serve in top career posts. A limited number of such persons in other grades may attend when their participation serves an approved particular, useful career objective. Detailed information concerning courses and schedules is issued separately by the Commission.

The Executive Seminar Center Program exists to meet the needs of departments and agencies as authorized by Section 8 of the Government Employees Training Act (5 U.S.C. 4101). The costs of operating and maintaining the program are shared by federal departments and agencies using the facilities.

The FY 1976 per enrollee charge will be \$750 for each two-week session and \$1,125 for each three-week session. This charge covers tuition, food and lodging for each enrollee and has been computed to offset the annual operating cost of the Executive Seminar Centers.

One copy of this agreement should be signed and returned to the Executive Seminar Center Coordinator, Room 7615, Bureau of Training, U. S. Civil Service Commission, 1900 E Street, N. W., Washington, D. C. 20415; the other two copies should be retained by the agency.

CENTRAL INTELLIGENCE AGENCY

Agreement No. 8

# AGENCY SPACE RESERVATIONS

## FOURTH LOCATION Wilmington, Delaware

Schedule 1975-76	Title of Seminar	No. of Spaces Granted
July 27-Aug. 8	Seminar for Advancing Managers	<u>1</u>
Aug. 10-Aug. 29	Seminar for New Managers	<u>1</u>
Sept. 7-Sept. 19	Seminar for Advancing Managers	<u>1</u>
Sept. 21-Oct. 3	Seminar for Advancing Managers	<u>1</u>
Oct. 5-Oct. 24	Seminar for New Managers	<u>1</u>
Oct. 27-Nov. 7	Seminar for Advancing Managers	<u>      </u>
Nov. 9-Nov. 21	Seminar for Advancing Managers	<u>      </u>
Dec. 7-Dec. 19	Seminar for Advancing Managers	<u>1</u>
Jan. 4-Jan. 23	Seminar for New Managers	<u>      </u>
Jan. 25-Feb. 6	Seminar for Advancing Managers	<u>      </u>
Feb. 8-Feb. 27	Seminar for New Managers	<u>1</u>
Feb. 29-Mar. 12	Seminar for Advancing Managers	<u>      </u>
Mar. 14-Apr. 2	Seminar for New Managers	<u>      </u>
Apr. 19-Apr. 30	Seminar for Advancing Managers	<u>      </u>
May 9-May 28	Seminar for New Managers	<u>      </u>
June 1-June 18	Seminar for New Managers	<u>      </u>
*June 20-July 2	Science, Technology and Public Policy	<u>      </u>
Total Reservations		
Granted for Fourth		<u>6</u>
Location		<u>      </u>

\*Conducted by staff, Kings Point Executive Seminar Center.

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22 JUN 1975

MEMORANDUM FOR: Assistant Director for Liaison, OP

SUBJECT: Fiscal Year 1976 Shared Training Facilities  
Agreement with U.S. Civil Service Commission

This is to certify that the OTR Operating Program  
for FY 1976 includes budgeted funds to cover the cost of  
subject agreement in the amount of \$19,875. MOR 2002 and  
Project 6275-9900 apply to this obligation.

STATINTL

  
Chief, Budget & Fiscal Branch  
Office of Training

Distribution:

Orig & 2 - Adse  
1 - Registrar  
2 - OTR/BF

STATINTL OTR/BF/ 1b (23 June 1975)



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

JUN 18 1975

STATINTL

[REDACTED]  
Executive Secretary  
Training Selection Board  
Central Intelligence Agency  
Washington, D. C. 20505  
[REDACTED]

STATINTL

We received nearly 3,000 requests for spaces in the Fiscal Year 1976 Executive Seminar Program, and we are pleased to announce we can accept most requests. We were able to respond to the significant increase in demand for the Seminar for New and Advancing Managers. This was made possible by scheduling a number of sessions of these seminars in facilities of the University of Delaware at Wilmington, Delaware and by adding one session of the Seminar for Advancing Managers in Carmel, California, where we conducted two sessions in FY 1975. We appreciate the fine cooperation given us by those agencies that willingly agreed to make changes in their space requests to enable us to complete our scheduling.

The enclosed schedule confirms the spaces for your agency in the FY 1976 Executive Seminar Program. Three copies of the Training Agreement should be signed by your agency's authorized official. You should retain two copies and return the third copy to the Executive Seminar Program, Room 7615, Bureau of Training, U. S. Civil Service Commission, 1900 E Street, N. W., Washington, D. C. 20415.

When completing Optional Form 37 (Nomination for Interagency Training), please include nominee data in Item No. 11 as follows: (1) "Seminar for New Managers" - the date that the nominee was first assigned to a managerial position since July 1, 1974, or (2) "Seminar for Advancing Managers" - the date the nominee moved from one managerial position to another since July 1, 1974. A managerial position is defined in FPM Letter 412-2, Executive and Management Development, dated January 29, 1974.

One Optional Form 37 must be completed for each nominee and sent directly to the appropriate Executive Seminar Center at least four weeks before the beginning date of the elected seminar session. Since the new fiscal year is fast approaching, please give your immediate attention to processing nominees for the July programs.

-2-

All nominations are to be sent to one of the following Center addresses:

Mr. Al Beller, Director  
Executive Seminar Center  
Campus Bancroft Building  
2440 Bancroft Way, Rm. 301  
Berkeley, California 94704

Mr. C. Dowing King, Director  
Executive Seminar Center  
c/o U. S. Merchant Marine Academy  
Kings Point, L.I., New York 11024

Mr. William R. King, Director  
Executive Seminar Center  
Broadway and Kentucky Avenues  
Oak Ridge, Tennessee 37830

Director, Executive Seminar  
Program (Delaware)  
U. S. Civil Service Commission  
Bureau of Training, Room ~~305~~ 1200  
Washington, D. C. 20415

*ATTN: TRAINING OPS. MRS. JOAN MORELOW*

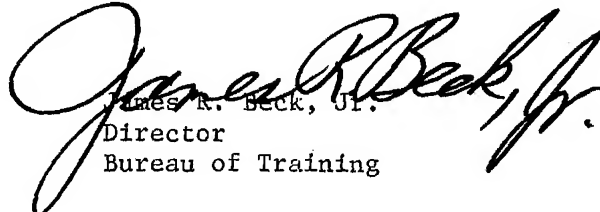
(A Wilmington, Delaware, mailing address will be provided in the near future.)

Optional Form 37 for the Carmel, California, session of the "Seminar for Advancing Managers" should be sent to:

Mr. John Benanti  
San Francisco Regional Training Center  
U. S. Civil Service Commission  
Federal Building, Box 36010  
450 Golden Gate Avenue  
San Francisco, California 94102

Thank you for your continuing support of our managerial training program.

Sincerely yours,

  
James R. Beck, Jr.  
Director  
Bureau of Training

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X		UNCLASSIFIED		CONFIDENTIAL		SECRET
OFFICIAL ROUTING SLIP						
TO	NAME AND ADDRESS			DATE	INITIALS	
1	Executive Secretary					
2	Training Selection Board 1036 CoC Bldg.					
3						
4						
5						
6						
	ACTION			DIRECT REPLY	PREPARE REPLY	
	APPROVAL			DISPATCH	RECOMMENDATION	
	COMMENT			FILE	RETURN	
	CONCURRENCE			INFORMATION	SIGNATURE	
Remarks:						
We have duplicated and furnished a signed copy of the attached agreement to the B&F Office, Office of Training. I am returning two copies of the agreement; the copy with my original signature should be sent back to the Civil Service Commission.						
Attachments						
[Redacted]						
O RETURN TO SENDER						
SS AND PHONE NO.					DATE	
ADL/OF 605 Key						
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X		UNCLASSIFIED		CONFIDENTIAL		SECRET



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INTERNAL  
USE ONLY

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CONFIDENTIAL



SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary  
Training Selection Board 1036 CofC Bldg

EXTENSION

2193

NO.

DATE

23 June 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Assistant Director of  
Finance for Liaison  
605 Key Building

2.

3.

4.

5.

6.

7.

8. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

9.

10.

11.

12.

13.

14.

15.

Attached are an original and two copies of the contract between the Agency and the Civil Service Commission covering the spaces reserved for the Agency at Kings Point, Oak Ridge and the University of Delaware for FY 76. Also attached is the memo from our B&A Officer certifying funds.

I should appreciate your processing this contract and returning to me so we can forward it to the CSC as soon as possible.

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FORM  
3-62

610

USE PREVIOUS  
EDITIONS

SECRET



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